

SAPC - 16606
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17 June 1957

Dear Burt:

We have recently had called to our attention the fact that neither our field units nor this headquarters receives so-called "local leave" records on certain of the contractor representatives serving overseas.

An accurate accounting of such local leave will be required at termination of the respective individual contracts, if a claim for remuneration for accrued local leave is made. No claim for such accrued leave, as may be provided for in the respective individual employment agreements, will be honored unless such claim can be substantiated by accurate leave records. In addition, it is entirely conceivable that at some future time prior to the normal termination of a contract (either by completion of the contract period or termination of activities), a situation may arise whereby a current record of local leave will be required. There has, in fact, been one such instance already.

Since we have not levied on the field representatives the responsibility for submitting a time and attendance report to our field units nor to this headquarters, we assume such a record is being maintained by your office. If this is not the case, we would like your assurance that such record keeping will be initiated in the immediate future.

Very truly yours,

JAMES A. CUNNINGHAM, JR.

25X1A

Distribution:

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JAC/WJC/ht

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